

The State of Texas
House of Representatives

P.O. Box 2910
Austin, Texas 78768
Tel: 512-463-0880
1-800-734-9515
Fax: 512-463-2188



Representing
Hunt, Hopkins, and
Van Zandt Counties

Dan Flynn
State Representative • District 2

Job Title: Pensions Committee Assistant

Reporting to the Pensions Committee Clerk and Pensions Committee Director.

Session Only

Start Date: January 3rd

Salary: \$500 per month

To apply or for further questions, please contact Kelli Linza at KelliM.Linza@house.texas.gov

Essential Job Functions

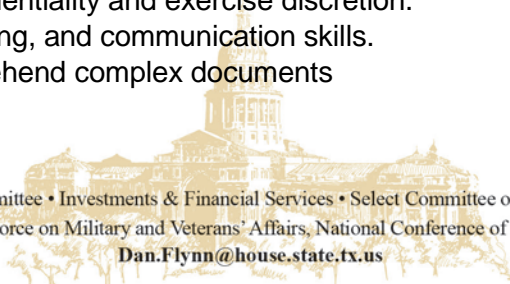
- Distribute information to other legislators, staff, agencies and the public as directed.
- Safeguard confidentiality of office files and information received.
- Set up and maintain an electronic and paper filing system of confidential and work related documents.
- Maintain and organize adequate office supplies.
- Assist in coordinating information and documents needed by Representative for Committee meetings and Floor Sessions.
- Assist Committee Manager in creating electronic agendas, posting them on the legislative website and in legislative building, and emailing as requested; revising, reposting and emailing agendas as necessary.
- Assist Committee Manager in ordering copies of the Bills for Committee hearings.
- Assist Committee Manager in preparation of folders/binders for Committee members for meetings pursuant to instructions of Chair/Policy Analyst.
- Become familiar with Assemblymen/women and their staff who serve on Committees with
- Respond to incoming telephone calls and visitors in a professional and courteous manner, taking and relaying messages as necessary.
- Handle communications with the public in a manner that is politically knowledgeable and sensitive.
- Access the internet to perform research relevant to Committee meetings.

Job Qualifications/Mental and Physical Abilities

- Maintain strict confidentiality and exercise discretion.
- Possess strong writing, and communication skills.
- Analyze and comprehend complex documents

Committees: Chairman, Pensions Committee • Investments & Financial Services • Select Committee on Emerging Issues in Law Enforcement
Chairman, Task Force on Military and Veterans' Affairs, National Conference of State Legislators

Dan.Flynn@house.state.tx.us



The State of Texas
House of Representatives

P.O. Box 2910
Austin, Texas 78768
Tel: 512-463-0880
1-800-734-9515
Fax: 512-463-2188



Representing
Hunt, Hopkins, and
Van Zandt Counties

Dan Flynn

State Representative • District 2

- Acquire and develop a basic understanding of the legislative process and procedures.
- Be attentive and detail-oriented.
- Use the computer to track documents, perform research, and communicate with other staff members, legislators, lobbyists, the media and general public.
- Prioritize multiple tasks, work efficiently within time constraints and deadlines, and handle stressful situations.
- Work effectively as a team member to contribute to the efficient functioning of the Committee

"The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment of the provisions of services. In compliance with the American with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865."

Committees: Chairman, Pensions Committee • Investments & Financial Services • Select Committee on Emerging Issues in Law Enforcement
Chairman, Task Force on Military and Veterans' Affairs, National Conference of State Legislators

Dan.Flynn@house.state.tx.us

